

DEPARTMENT OF THE ARMY
HEADQUARTERS, JOINT READINESS TRAINING CENTER AND Fort Polk
FORT POLK, LOUISIANA 71459-5341

CIVILIAN PERSONNEL
BULLETIN No. 02-04

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RESUMIX

1. Civilian employees who are interested in applying for appropriated fund vacancy announcements beginning in Jan 04 must use the recruitment system called Resumix on the Civilian Personnel On-Line (CPOL) web site. Additionally, applicants will see changes in certain administrative procedures currently in place. Before taking a look at the "Administrative Changes Under Resumix" and "Tips for Applying Under Resumix", please remember that:

- Civilian employment opportunities with Army and other Federal agencies that are open to **any U.S. Citizen** are located at www.usajobs.opm.gov - Applicants must use the procedures at this web site to obtain job vacancy information, obtain copies of announcements and apply to announcements.
- Civilian employment opportunities with Army that are open to only certain categories of U.S. citizens (includes current Department of the Army Civilians) are located at www.cpol.army.mil - Applicants must use the procedures at this web site to obtain job vacancy information, obtain copies of announcements, and apply to announcements using **RESUMIX**.

ADMINISTRATIVE CHANGES UNDER RESUMIX:

- **DISCONTINUED:** Hard copies of announcements on bulletins boards, sent to directorates and posted in the Job Information Center, as well as updates to the Job Hot Lines;
- Applicants will visit the CPOL web site to view, print and apply to job announcements;
- Announcements will open every day of the week, **to include Saturdays and Sundays;**
- Applicants must apply to announcements by midnight, Eastern Standard Time of the closing date;
- Applicants do not need to provide supporting documentation (i.e., SF-50s, transcripts, DD214s) to the CPOC when applying to announcements; only the selectee will be required to provide these documents;

- Supervisory certification of current position on applicant's resume is not required;
- The resume submitted to the Centralized Data Base of Resumix will be used by the CPOC in determining qualifications of applicants;
- Applicants will use ANSWER on CPOL to find out the status of their resume, jobs applied for, if they were referred, etc.

TIPS FOR APPLYING UNDER RESUMIX:

- Resumix information (Army's Resume Builder, Army's Vacancy Announcements, ANSWER, Army Job Applicant Kit, Frequently Asked Questions, etc., and civilian employment opportunities with Army that are only open to certain categories of applicants are located at www.cpol.army.mil/employ;
- The Army's Resume Builder for preparing your resume and using the SELFNO button located at the bottom of the Army Vacancy Announcement for self-nominations are the preferred methods of applying for an announcement. However, the Centralized Army Job Kit, available on CPOL includes instructions for e-mail and hard-copy submissions in the case of lost User Ids and passwords or if the system is down;
- Applicants will create a user ID and password to use the Army Resume Builder to create a resume to apply for announcements;
- User Ids and passwords can never be changed; therefore, give it some thought before using particular words/phrases;
- Applicants will be prompted to answer a question in order to assist should they forget their User Ids and passwords;
- If applicants answer the questions correctly, they will immediately be given their User ID and password; if not, applicants must send an e-mail to the address in the job kit;
- Applicants may e-mail their resume to the CPOC, if they are not able to obtain their User IDs or passwords by the closing date of the announcement or if the system is down;
- Applicants who create User Ids or passwords first in ANSWER, can not create a resume - applicants must click on edit existing resume and will find a blank resume shell;
- Applicants may **create** a resume on-line, 24 hours a day, 7 days a week using the Army Resume Builder;
- Resume can not exceed three pages;
- Applicants should collect background information for their resumes before starting to build resumes;
- Applicants may build their information in MS Word and simply copy and paste into the applicable portion of the Army's Resume Builder;
- Applicants may **edit** their resumes in the Army Resume Builder at any time; just remember if applying for multiple

announcements, whichever announcement is worked first at the CPOC will use the latest version of your resume, since only one resume is on file;

- Applicants may display existing resume to see what it looks like and check for errors before sending. If a flashing light is seen, the resume exceeds three pages;
- Applicants must send resumes built in Army Resume Builder to the Centralized Resumix Data Base and also have the option of e-mailing their resumes built in the Army Resume Builder to their homes, places of employment, potential employers, etc. (except CPOC/CPAC);
- Applicants who have a resume on file in the Centralized Resumix Data Base must self-nominate for any and all announcements for which they want to apply;
- Applicants may view their resume activity summary to see that the resume has been sent; (takes about 15 minutes)
- In Resume Builder - Applicants may click on "Contact Us" tab and send a message to the webmaster if there is a web/browser problem only;
- In ANSWER - Applicants may click on "Contact Us" tab and send a message to the webmaster regarding any questions regarding the posted information;
- To the CPOC - Send an e-mail inquiry to applicanthelp@cpsrxtp.belvoir.army.mil;
- All above inquiries must include applicant's full name, social security number, phone number and announcement number if the inquiry is related to an announcement;
- General Supplemental Data Area - Information regarding gender and race and national origin are used for statistical data only and can not be viewed by the CPOC, CPAC or Manager;

2. It is anticipated that applicants will encounter little difficulty in applying for job announcements under Resumix because of the Resumix training offered and the information made available through multiple sources to all applicants. However, in those instances when applicants encounter difficulty, trained personnel are located in most organizations to assist employees and as always, the Human Resource Specialists in the Civilian Personnel Advisory Center (CPAC) are available at 531-4020 to provide assistance, as required.

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DONALD R. MALLET

Director, Civilian Personnel
Advisory Center